

Example of Hospital Discharge Data Late Submission Letter

This is an example of the letter that will be received by hospitals that fail to promptly submit the required discharge data.

August 16, 2004

John Doe, CEO
ABC Hospital
456 Main Street
Anywhere, Arizona 85000

Dear Mr. Doe:

As you are aware, A.R.S. §36-125.05 requires the reporting of discharge data to the Arizona Department of Health Services on a semi-annual basis by hospitals for their inpatient, outpatient and emergency departments. Specifically, data from the period beginning January 1st and ending June 30th of each year must be reported on or before August 15th of that year. Data from the period beginning July 1st and ending December 31st of each year must be reported on or before February 15th of the following year.

This letter is in reference to your hospital inpatient, outpatient and emergency department discharge data for the period of January 1, 2004 through June 30, 2004, which was due August 15, 2004. Failure to submit the required data by the report date constitutes a violation of A.R.S. §36-125.05.

Pursuant to A.R.S. §36-126, violations are subject to civil penalties of up to three hundred dollars for each violation. Each day that a violation continues constitutes a separate violation.

To avoid civil penalties, you must submit the required data immediately. If you have any questions, you may contact me at (602) 542-8064.

Sincerely,

Donna Cox
Discharge Data Manager

cc: file